

FY05 Monitoring Tool
Section for Environmental Public Health

- ☐ **Met**
☐ **Not met**

Agency _____
Date _____
EPHS _____
LPHA Staff _____

6.3.1A	Agency has developed and/or adopted written policies and procedures, consistent with Environmental Health Operational Guidelines (EHOG) and Communicable Disease Investigation Reference Manual, to guide environmental health and communicable disease activities.
	1. <input type="checkbox"/> LPHA has written policies. 2. <input type="checkbox"/> Policies are consistent with EHOG. 3. <input type="checkbox"/> LPHA is following policies.
Notes:	
	Monitor 1 st quarter or as deemed appropriate.
6.3.1B	There is evidence that policies and procedures that guide environmental health and communicable disease activity are reviewed at least annually with revisions noted.
	4. <input type="checkbox"/> Review has taken place within past 12 months.
Notes:	Date of last review: ____/____/____
	Monitor 1 st quarter and when appropriate based on last review.
6.3.1C	There is evidence that orientation and training are provided for staff and the local public health agency governing body regarding policies, procedures, and revisions.
	5. <input type="checkbox"/> New employees have been oriented to policies and procedures. 6. <input type="checkbox"/> Staff and governing body updated to new policies and procedures.
Notes:	
	Monitor 1 st and 4 th quarter or as deemed appropriate.
6.3.1D	There is evidence that the public is informed regarding policies, procedures, and any revisions if affected by the policy, procedure, or revision.
	7. <input type="checkbox"/> Public was notified of any policies, procedures or revision affecting the public.
Notes:	
	Monitor 1 st and 4 th quarter or as deemed appropriate.

7.1.1A	The agency is following a written plan or policy to guide the schedule for completing inspections, the frequency of routine inspections and prioritization of inspections, and that defines criteria and process for follow up inspections. Procedures used for conducting inspections are in accordance with Environmental Health Operational Guidelines (EHOG).
	8. <input type="checkbox"/> Written plan or policy in place to guide frequency of inspection. 9. <input type="checkbox"/> Procedure used to conduct inspections in accordance with EHOG. 10. <input type="checkbox"/> All facilities identified in performance expectation included in plan. 11. <input type="checkbox"/> Criteria and process for follow-up inspection in plan. 12. <input type="checkbox"/> Plan is being implemented.
Notes:	
	Monitor 1 st and 4 th quarter or as deemed appropriate
7.1.2A	There is evidence of timely investigation of complaints related to sewage disposal, regulated facilities, food, water and drugs.
	13. <input type="checkbox"/> Documents of response to complaints are being maintained. 14. <input type="checkbox"/> Response in accordance with policy and procedure. 15. <input type="checkbox"/> Complaints on items listed in performance expectations being investigated.
Notes	
	Monitor 1 st and 4 th quarter or as deemed appropriate.
7.1.3A	There is evidence of timely response to emergencies; embargoes are implemented when appropriate. When necessary, unsafe food, drugs, or water are removed from commerce.
	16. <input type="checkbox"/> Evidence of timely response to emergencies. 17. <input type="checkbox"/> Embargoes are implemented when appropriate. 18. <input type="checkbox"/> Unsafe food, drugs and water removed from commerce. 19. <input type="checkbox"/> DHSS staff not required to implement embargo.
Notes	
	Monitor 1 st and 4 th quarter or as deemed appropriate.

7.1.4A	Documentation is maintained of educational/consultative activities provided to regulated facilities, their employees, the public, or providers.
	20. <input type="checkbox"/> Education provided to regulated facilities. 21. <input type="checkbox"/> Education provided to public.
Notes	
	Monitor 1 st and 4 th quarter or as deemed appropriate.
7.1.6A	There is evidence of successful completion of Department of Health and Senior Services "Introduction to the Section for Environmental Public Health" class, or its equivalent, by environmental public health staff hired after July 1, 2003 within twelve (12) months of their hire date.
	22. <input type="checkbox"/> All LPHAs considered met for 2004, document new hires during monitor visits.
Notes	Date Hired: ___/___/___ Name: Date Hired: ___/___/___ Name:
	Monitor 1 st and 4 th quarter or as deemed appropriate.
7.1.7A	There is evidence showing when professional staff attended training courses or in-service training related to environmental public health, communicable disease prevention, sexually transmitted disease, tuberculosis control, veterinary public health, immunizations, nutritional health and chronic disease prevention/health promotion.
	23. <input type="checkbox"/> All EH staff has attended training in the last 24 months.
Notes	
	Monitor 1 st and 4 th quarter or as deemed appropriate.
7.1.7B	The agency has current editions of the American Public Health Association Control of Communicable Diseases Manual and the American Academy of Pediatrics "Red Book" available within the agency. Staff has access to the Communicable Disease Investigation Reference Manual and the Environmental Health Operational Guidelines on the DHSS web page.
	24. <input type="checkbox"/> EHOG available
Notes	
	Monitor 1 st quarter or as deemed appropriate.

Reviewer_____

LPHA Administrator or
Designee _____

Date of Review_____

